

**County of Loudoun**  
**Department of Planning**  
**MEMORANDUM**

**DATE:** October 24, 2007

**TO:** Sophia Fisher, Project Manager  
Land Use Review

**FROM:** Pat Giglio<sup>36</sup>, Planner  
Community Planning

**SUBJECT: SPEX 2007-0030 & CMPT 2007-0017 Eastern Loudoun Sheriff's Substation at Rolling Ridge Elementary School, 2<sup>nd</sup> Referral**

The applicant, Loudoun County Sheriff's Department, is requesting a Special Exception and Commission Permit to allow the establishment of a Sheriff's Substation on a 4.00 acre parcel in Sterling. The subject site is zoned PDH-3 and is located on the northeastern side of East Frederick Drive, approximately 400 feet east of Sterling Boulevard and west of Rolling Ridge Elementary School. In accordance with the Revised 1993 Zoning Ordinance the construction of Sheriff's Substation on the subject site requires a Commission Permit and a Special Exception. The Revised General Plan identifies the subject site as being located within the Sterling Community of the Suburban Policy Area in an area suitable for Residential uses (Revised General Plan, Planned Land Use Map, p. 7-23).

Staff has reviewed the most recent submittal dated October 9, 2007. Staff finds that the submitted materials adequately address and clarifies those issues raised in the first referral regarding the protection of river and stream corridor resources and tree preservation on the subject site. Staff commends the applicant for their use of Low Impact Design techniques in the form of two proposed bio-retention ponds on the subject site to dissipate, filter and treat surface water runoff prior to reaching the receiving stream. Staff continues to recommend that as much existing vegetation and trees as possible be incorporated into the design of the site. Staff finds that the proposed establishment of a Sheriff's Substation on the subject site is consistent with the land use and residential policies of the Revised General Plan. Staff supports the applicants request for a Special Exception (SPEX) and Commission Permit (CMPT), and recommends approval of the applications.

cc: Julie Pastor, AICP, Planning Director  
Cynthia Keegan, AICP, Community Planning Program Manager

ATTACHMENT 1A

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**County of Loudoun**  
**Department of Planning**  
**MEMORANDUM**

**DATE:** August 29, 2007

**TO:** Sophia Fisher, Project Manager  
Land Use Review

**FROM:** Kelly Williams, Planner  
Community Planning

**SUBJECT: SPEX 2007-0030 & CMPT 2007-0017 Eastern Loudoun Sheriff's Substation at Rolling Ridge Elementary School**

**BACKGROUND**

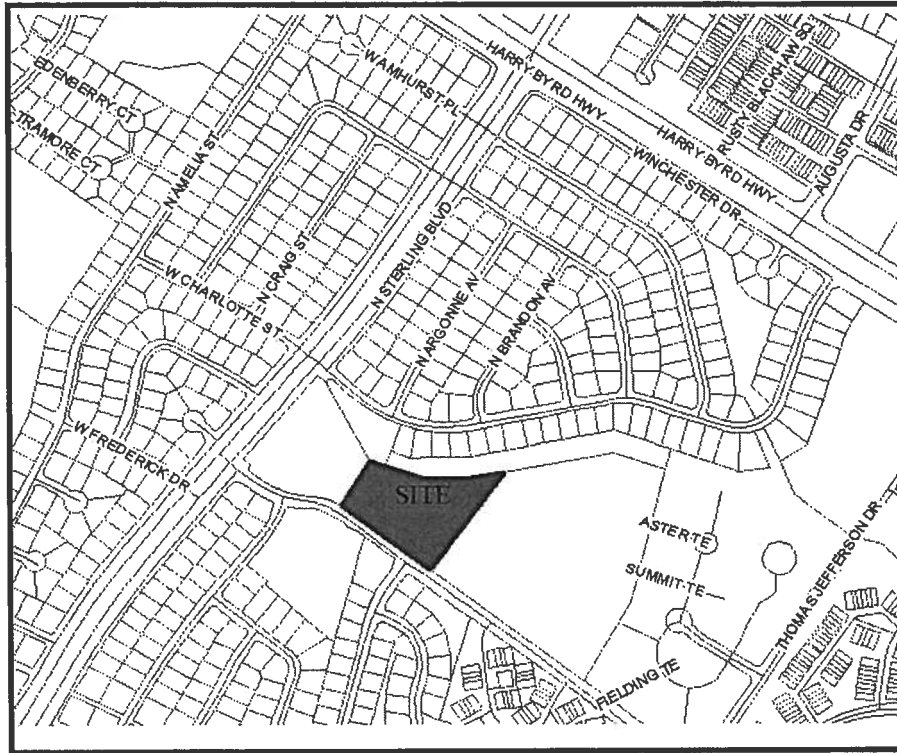
The applicant, Loudoun County Sheriff's Department, is requesting a Special Exception and Commission Permit to allow the establishment of a Sheriff's Substation on a 4.00 acre parcel in the Sterling area. The property is located on the northeastern side of East Frederick Drive, approximately 400 feet east of Sterling Boulevard. The property is bordered on the east by Rolling Ridge Elementary School, the south by the St. Mathews Episcopal Church, the west by a Loudoun County Park and the north by residential uses in Sterling Park (See Vicinity Map).

The proposed substation will include an 18,000 square foot facility that will provide public safety services to the community including patrol, crime prevention and traffic enforcement. The office will provide coverage 24 hours a day, 7 days a week. Community meeting rooms that will be accessible to residents and community groups are also envisioned within the facility.

In accordance with the Revised 1993 Zoning Ordinance, a Commission Permit is required when a public utility or public service facility is constructed to determine if the general location, character and extent of the proposed use is in substantial accord with the Comprehensive Plan. A Special Exception is also required for the proposed use within the zoning district.

The property contains river and stream corridor resources including a small portion of minor floodplain in the north western corner of the parcel. Additionally, it contains areas of forest cover, moderately steep slopes and hydric soils. The existing forest cover provides a buffer between the proposed Sheriff's Substation and the adjacent residential uses to the north.

Vicinity Map



### COMPLIANCE WITH THE COMPREHENSIVE PLAN

The property is governed under policies of the Revised General Plan (Plan). The property lies within the Sterling Community of the Suburban Policy area and is designated as appropriate for Residential uses.

### ANALYSIS

#### LAND USE

The County encourages a mix of uses in the core of Residential communities, to provide support services and local employment opportunities to residents (Revised General Plan, Text, p. 6-16). The land use mix for Residential communities requires a minimum of ten percent public and civic uses, and there is no maximum on the amount of public and civic uses permitted (Revised General Plan, Policy 2, p. 6-17). The Plan defines civic uses as public or quasi-public institutional uses in residential or business areas that primarily serve the immediate community and that are compatible with the surrounding residential uses. Such uses may typically include small churches, fire and rescue facilities, schools, day care centers, group homes, community centers, post offices, and community club houses (Revised General Plan, Glossary, p. G-2). The

location of public and civic uses should be in prominent sites to act as landmarks within the residential neighborhood (Revised General Plan, Policy 4e, p. 6-18). Off-street parking lots should be located to the rear of these uses to ensure the building is the prominent sight from the street (Revised General Plan, Policy 4f, p. 6-18).

As the County's growth has increased, so has the number of annual calls for law enforcement services. The Plan recognizes the need for additional substations within the County in order to retain rapid response times (Revised General Plan, D, Text, p.3-13). The applicant is proposing a local public service facility in the form of a sheriff's substation in the Sterling Community. The substation will provide law enforcement services to the community as well as provide community meeting facilities that will be available to community groups and area residents. These are the type of uses envisioned for the civic portion of Residential communities, as they provide the community with public services.

***The proposed Sheriff's Substation is in conformance with the Land Use policies of the Revised General Plan.***

## **EXISTING CONDITIONS**

### **1. River and Stream Corridor Resources**

The subject site contains river and stream corridor resources including minor floodplain, steep slopes and forest cover as defined by the Revised General Plan. Floodplains and adjacent steep slopes (slopes 25% or greater) located within 50 feet of streams and floodplains and extending no farther than 100 feet beyond the originating stream or floodplain; along with a 50-foot management buffer surrounding the adjacent steep slopes together constitute the river and stream corridor resource (Revised General Plan, Policy 2, p. 5-6). The Plan's intent for a 50-foot management buffer is to serve as protection for the river and stream corridor elements from upland disturbances and adjacent development (Revised General Plan, Policy 4, p. 5-6). The 50-foot management buffer can be reduced if it can be shown that a reduction does not adversely impact the stream corridor elements, and that performance standards and criteria are met and maintained (Revised General Plan, Policy 5, p. 5-6). The 50-foot management buffer has not been delineated on the submitted plat.

***Staff recommends delineating all the elements of the river and stream corridor resources including a 50-foot management buffer as called for in Plan on the submitted plat and locating all development outside of this area.***

### **2. Forests, Trees, and Vegetation**

The site contains areas of forest cover. The existing forest cover provides a buffer between the proposed Sheriff's Substation and the adjacent residential uses to the north. A portion of the forested area appears to fall within the limits of parking proposed by the applicant.

The Revised General Plan calls for the protection of forests and natural vegetation for the various economic and environmental benefits that they provide (Revised General Plan, Policy 1, p. 5-21). Plan policies call for the submittal and approval of a tree conservation or forest management plan prior to any land development that "demonstrates a management strategy that ensures the long-term sustainability of any designated tree save area" (Revised General Plan, Policy 3, p. 5-32).

***Staff recommends that a detailed delineation and description of the existing tree cover be submitted to the County so that staff can fully assess opportunities for tree preservation. Staff further recommends that the application commit to preserving the site's existing vegetation by identifying Tree Conservation Areas (TCAs) on the Concept Plan and that a forest management plan be committed to that will ensure that any designated TCAs will be a functional and attractive natural area.***

#### **RECOMMENDATION**

The proposal is in conformance with the Residential policies of the Revised General Plan. Staff recommends approval of the application, with the following condition:

- A 50-foot management buffer be added to the river and stream corridor elements as called for in Plan and that development be located outside of this area.
- That the forest cover around the substation facility be kept and maintained over time to serve as an adequate buffer to the residential uses north of the subject site.

cc: Julie Pastor, AICP, Director, Planning  
Cynthia L. Keegan, AICP, Program Manager, Community Planning

**COUNTY OF LOUDOUN**  
**DEPARTMENT OF BUILDING AND DEVELOPMENT**  
**MEMORANDUM**

**DATE:** October 29, 2007

**TO:** Sophia Fisher, Project Manager

**FROM:** Daniel Csizmar, Capital Facilities Planner

**SUBJECT:** SPEX-2007-0030, Eastern Loudoun Sheriff's Substation at Rolling Ridge

The following are Zoning's 2<sup>nd</sup> referral comments for the Eastern Loudoun Sheriff's Substation Special Exception application:

1. Section 5-300 (B) of the Zoning Ordinance requires that no impediment to visibility be placed, allowed to grow, erected or maintained within visibility triangles provided where the driveways to the site intersect with the street right-of-way. Please ensure that there are no impediments to visibility more than 2 feet above the level of the center of the street (landscaping, signs, etc.) within the visibility triangles at the entrances to the parking lot from East Frederick Drive. The apex of the visibility triangle is at the intersection of the street right-of-way and the edge of the driving surface of the driveway. The side of the triangle running parallel to the street-right-of-way should be 25 feet in length; the side of the triangle running parallel to the edge of the driveway should be 20 feet in length. The base of the visibility triangle area should be drawn through the lot.
2. Sheet A0.1, the Site Plan Sheet, does not depict or label the required Setback areas and Buffer Yard Areas. Please depict and label the required setback and buffer yard areas.
3. The Site/Grading Plan and the Landscape Plan Sheets do not appear to be drawn to scale. The scale shows 1 inch equal to 30 feet. But the 9' side building setback area is drawn only 2/10 of an inch wide, or 6' wide. Likewise, the 20' rear setback is only drawn 18' wide. Please draw the Plans to scale, providing the required setback and buffer yard areas.
4. The Dumpster Enclosure encroaches 3' within the required 15' Side Buffer Yard. Please ensure that the enclosure does not encroach within the 15' side buffer yard.
5. Please provide plantings to screen the dumpster enclosure wall as required in Section 5-1413 (C) (1) (c) of the Zoning Ordinance. The Plantings should be used to screen 75% of the enclosure walls, exclusive of any gates, and should include evergreen plantings and climbing vines to a minimum height of 6 feet.

6. A canopy tree is provided over top of the Generator and Transformer Enclosure areas. Please remove this canopy tree.
7. The 500 square foot storage area encroaches 3 feet within the required 15' side buffer yard. Please ensure that the Storage Area does not encroach within the 15' side buffer yard.

Zoning Administration has no further comments at this time.



## **ZONING ADMINISTRATION PROPERTY REPORT**

**In Reference To:** SPEX-2007-0030, Eastern Loudoun Sheriff's Substation at Rolling Ridge Elementary School (6-1300).

**Researcher:** Daniel Csizmar, Capital Facilities Planner

**Date:** August 08, 2007

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### **GENERAL PARCEL LOCATION/OWNER DATA:**

- **EXISTING LOUDOUN COUNTY TAX MAP/PARCEL NUMBERS:** /81//36/////B/
- **MCPI NUMBERS:** 014-45-2790
- **PREVIOUS LCTM:** 014-45-7009
- **EXISTING SUBDIVISION/PROJECT NAME:** SBWV-2007-0001, EASTERN LOUDOUN SHERIFF'S SUBSTATION
- **PREVIOUS SUBDIVISION/PROJECT NAME(s):** NA
- **PROPERTY SIZE (LEGAL ACRES):** 4.0 Acres
- **LEGAL DESCRIPTION (DEED BOOK & DEED PAGE):** 200707240054903 D/G;  
200704260031699P
- **PROPERTY ADDRESS:** None
- **PROPERTY LOCATION:** Adjacent to Rolling Ridge Elementary School on the north side of East Frederick Drive (Route 1454); Adjacent to Briar Patch Park east of North Sterling Boulevard (Route 846)
- **ELECTION DISTRICT:** Sterling
- **PROPERTY OWNER(S) NAME & ADDRESS:**  
LOUDOUN COUNTY BOARD OF SUPERVISORS  
1 HARRISON ST SE 5TH FL  
PO BOX 7000  
LEESBURG VA 20177-7000

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### **ZONING & LAND USE:**

- **ZONING ORDINANCE (1-103 (M) & (N)):** Revised 1993

*Within Route 28 Tax District? (1-103(N)):* No

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***Proffered PD-H District Approved Under the 1972 Ordinance? (1-103(M)): No***

- **BASE ZONING (1-300):** PD-H3 ADMINISTERED AS R4
- **PRIOR BASE ZONING:** PD-H3
- **EXISTING LAND USE:** Vacant
- **PERMITS ISSUED (Zoning (5-500 & 6-1000), Building, Occupancy):** None
- **PROPOSED LAND USE:** Eastern Loudoun Sheriff's Substation
- **SURROUNDING PROPERTY:**

<i>Adjacent Property</i>	<i>MCPI</i>	<i>Zoning</i>	<i>Existing Land Use</i>
<b>North</b>			
	013-16-6517	PD-H3	Recreation
	014-45-0860		
<b>East</b>			
	014-45-7009	PD-H3	Elementary School
<b>South</b>			
	021-30-7498	PD-H3	Church
	014-45-0700	R4	Residential
	014-35-2391	R4	Residential
<b>West</b>			
	021-40-7849	PD-H3	Public Park

**INFRASTRUCTURE:**

- **ADJACENT ROADS:** (Pursuant to the Countywide Transportation Plan).  
Note: Certain zoning districts require setbacks from arterial roads and major collector roads.

<i>Street Name</i>	<i>Route Number</i>	<i>Road Classification</i> (Major Arterial; Minor Arterial; Major Collector; Minor Collector; Scenic Byway; Local Road; Private Access Easement)	
		<i>Current</i>	<i>Planned</i>
East Frederick Drive	1454	Local Public Road	Local Public Road

- **WATER PROVIDED BY:** Central
- **SEWER PROVIDED BY:** Central

**REVISED 1993 ZONING ORDINANCE REGULATIONS:**

- **APPLICATION OF ORDINANCE (1-103):** Is the property exempt from the Ordinance? No
- **DISTRICT REGULATIONS (If ADU Development, Also See District Regulations in Article VII):**

***Permissibility of Proposed Uses:***

1. Is the proposed uses allowed as permitted or special exception? Special Exception is required for Police Stations or Substations in both the PD-H3 and R4 districts.

***Lot Requirements:***

Size:	10,000 square feet minimum
Width:	80 feet minimum
Length/Width:	3:1 maximum
Yards:	
Front:	25 feet
Side:	9 feet
Rear:	25 feet

***Building Requirements:***

Lot Coverage:	35% maximum
FAR:	None
Building Height:	35 feet maximum

***Utility Requirements:*** All utilities must be placed underground.

***Development Setback/Access from Major Roads:*** 25 feet from East Frederick Drive

***Use Limitations:*** None

***Other:*** None

- **LOTS, YARDS & RELATED TERMS (1-205):** Regular Lot (Front, Rear, 2 Side Yards)
- **NONCONFORMITIES (Legal or Illegal) (1-400):** None
- **ACCESSORY USES AND STRUCTURES (5-100):** Applicant proposes a 500 square foot "outbuilding" to store Deputy bicycles. Section 5-101 (B) provides that Commercial and Industrial Uses may only allow a Storage Shed not exceeding 200 square feet as an Accessory Use.
- **PERMITTED STRUCTURES IN REQUIRED YARDS (5-200):** The storage "outbuilding" is located outside of the required yards on the parcel.
- **VISIBILITY AT INTERSECTIONS (5-300):** No signs or landscaping are being proposed within the visibility triangle area.
- **ADDITIONAL REGULATIONS FOR SPECIFIC USES (5-600):** None

- **REGULATIONS FOR OPTIONAL DEVELOPMENT TYPES (5-700):** None
- **LIMITATIONS ON VEHICLES IN RESIDENTIAL ZONING DISTRICTS (5-800):** Sheriff's vehicles will need to be parked in the off-street parking lots at the substation.
- **SCENIC CREEK VALLEY BUFFER (5-1000):** None
- **OFF-STREET PARKING AND LOADING (5-1100):**

<i>Description of Use</i>	<i>Parking / Loading Requirement</i>	<i>Number of Parking / Loading Spaces Required</i>
Office Space	4 parking spaces per 1,000 sq.ft. of Office Space	Unknown – Proposed square footage of office space is unknown
Employee Parking	1 Parking Space per Employee at the Station	25 parking spaces
Community Room	0.25 parking spaces per occupancy of Community Meeting Room	15 spaces (60 person occupancy x 0.25 = 15 parking spaces)
Other Requirements		At the discretion of the Zoning Administrator

- **SIGN REGULATIONS (5-1200):** Sign in front of the building will be designed to meet the requirements of this Section of the Zoning Ordinance.
- **TREE PLANTING AND REPLACEMENT (5-1300):** 10% in PD-H district; Existing Trees can be used if shown on plan and meet standards of desirability and life expectancy

• **BUFFERING & SCREENING (5-1400):**

**Proposed Land Use:** Sheriff's Substation

**Land Use Group:**

<b>Adjacent Property</b>	<b>Existing Land Use/Land Use Group</b>	<b>Required Buffer Yard Type &amp; Width</b>	<b>Linear Feet</b>	<b>Required Plants/Structure/ Berm</b>
<b>North</b>	Recreation	Type II 20' Rear Yard	580'	Canopy: 12 Understory: 35 Shrubs: 58 (75% must be evergreens)
<b>East</b>	Elementary School	Type II 15' Side Yard	535'	Canopy: 11 Understory: 16 Shrubs: 43 (75% must be evergreens)
<b>South</b>	Church, Single Family Residential	Type II 15' Front Yard	470'	Canopy: 14 Understory: 9 Shrubs: 47
<b>West</b>	Public Park	Type II 15' Side Yard	235'	Canopy: 5 Understory: 7 Shrubs: 19 (75% must be evergreens)

**Summary of Buffer Yard Requirements:**

<b>Buffer Yard Type</b>	<b>Buffer Yard Required Width (Min.)</b>	<b>Required Plants Per 100 Linear Feet</b>				<b>Required 6' High Wall or Fence</b>
		<b>Canopy</b>	<b>Understory</b>	<b>Shrubs</b>	<b>Evergreen Trees</b>	
1	Front: 10'	2	0	0	0	NA
	Rear: 10'	1	4	6	0	NA
	Side: 5'	0	4	6	0	NA
2	Front: 15'	3	2	10	0	NA
	Rear: 20'	2	6	10*	0	NA
	Side: 15'	2	3	8*	0	NA
3	Front: 20'	3	2	24	0	NA
	Rear: 25'	4	7	30*	0	Yes
	Side: 20'	2	5	20	0	NA
4	Front: 20'	4	3	20	0	NA
	Rear: 30'	4	7	15	10	Yes
	Side: 20'	2	3	25	6	Yes

\*75% must be evergreen shrubs

**Buffer Yard Waivers or Modifications Approved (5-1409)?** No

***Parking Lot Landscaping and Screening Requirements (5-1413):***

Interior Parking Lot Landscaping (Required except single bay parking lots of 20 spaces or less): One canopy tree should be provided per 10 parking spaces. One canopy tree should be provided per parking landscaping island. No parking space should be more than 80' from an interior canopy tree.

Peripheral Parking Lot Landscaping (Required for parking lots of 10 or more spaces): Peripheral Parking lot areas overlap with required Buffer Yard plantings. The buffer yard plantings can be used to satisfy this requirement.

• **PERFORMANCE STANDARDS (5-1500):**

***Light & Glare (5-1504):*** All sources of glare must not cause illumination in excess of 0.25 foot candles above background light levels at the lot line. All light fixtures must be pointed downwards and inwards so as to limit the amount of glare affecting adjacent properties.

***Steep Slopes (5-1508):***

Steep Slopes (15% - 25%): The Special Exception does not depict any impact on the moderate steep slopes on the parcel. In the event that the moderate steep slopes are impacted by this development, Section 5-1508(F) stipulates that due to the presence of moderately steep slopes on the parcel, the Applicant needs to obtain a locational clearance from the Department of Building & Development and a grading permit for all land disturbing activities on moderate steep slopes. The Applicant must also provide maps, plans or plats depicting the steep slope area of the parcel, as well as a depiction of all land disturbing activities and mitigation measures.

• **OUTSTANDING ALLEGED ZONING VIOLATIONS (6-500): None**

**APPLICATIONS/DETERMINATIONS INVOLVING PROPERTY**

**(Relevant, Previously Approved):**

<i>Case #</i>	<i>Case Name</i>	<i>Date Approved</i>	<i>Description</i>	<i>Proffers/Conditions / Modifications</i>
SPEX-1990-0031	Sterling Water Supply Pipeline	11-13-1990	SPEX to construct a 36 inch diameter water main	None

**ZONING COMMENTS:**

1. Please list the proposed building height on the Special Exception Plat. The maximum building height allowed for the Station is 35 feet.
2. Please include in Note #4 on the Special Exception Plat Cover Sheet that all utility distribution lines shall be placed underground.
3. Please ensure that there are no impediments to visibility more than 2.5 feet above the level of the center of the street (landscaping, signs, etc.) within the visibility triangle areas at the entrances to the parking lot from East Frederick Drive.

4. Please provide crosswalks where the sidewalk intersects with the two parking lot entrances on East Frederick Drive on the Special Exception Plat.
5. Please provide a note that any sign identifying the station adheres to the Sign Requirements Matrix in Section 5-1204(D) of the Zoning Ordinance.
6. A Type II Buffer is required on all sides of the parcel. Please label the Buffer Yard locations on the Special Exception Plat. The plan is only showing a western side yard of 9 feet; a Type II Buffer Yard requires side yards of 15 feet. The western side yard on the property must be increased to 15 feet.
7. Existing trees on the property should be saved as much as possible. The existing trees may be utilized to meet the rear buffer yard requirements, and a portion of the side buffer yard requirements. Please label the areas where existing trees are proposed to be saved on the Special Exception Plat.
8. Please label all required yards and buffer yards on the Special Exception Plat.

**DEPARTMENT OF BUILDING AND DEVELOPMENT**

**COUNTY OF LOUDOUN**

**MEMORANDUM**

DATE: November 2, 2007

TO: Sophia Fisher, Planning Project Manager

FROM: Laura Edmonds, Environmental Engineer

THROUGH: William Marsh, Environmental Review Team Leader

CC: Pat Giglio, Community Planner

SUBJECT: **SPEX-2007-0030 Eastern Loudoun Sheriff's Substation  
at Rolling Ridge Elementary School -2nd**

WLF  
LKE



The Environmental Review Team (ERT) has reviewed the above-referenced application. Our comments pertaining to the revised application are as follows:

*Regarding streams and wetlands*

- 1) The presence of drains, Class IV hydric soils, minor floodplain, and wetland areas as predicted by the Loudoun County Predictive Wetlands Model indicates the potential for areas of the property to be classified as jurisdictional waters and wetlands. Documentation regarding the presence of jurisdictional waters and wetlands on the property was previously requested and has not been provided to date.
- 2) The River and Stream Corridor Resources buffer (50 feet from the edge of the Minor Floodplain or 100 feet from the channel scar line where the Minor Floodplain is less than 100 feet wide) has not been depicted on the Special Exception Plat as previously requested. The limits of clearing and grading associated with the current development layout encroach into the buffer within 20-feet of the stream at the top of a steep slope in the northwest corner. The buffer between the stream and the proposed development expands to approximately 120-feet wide in the northeast corner. While two bioretention facilities are proposed to meet water quality requirements, staff continues to recommend that existing forest cover located outside of the limits of clearing and grading in the northeast corner of the property be designated as Tree Conservation Areas to offset the proposed encroachment in the northwest corner.

**ATTACHMENT 1c**

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*Regarding forest resources*

- 3) A Tree Cover Inventory of existing vegetation (including specimen trees 30-inch diameter breast height or greater) was previously requested for the property consistent with Item K.12 of the Special Exception Checklist and has not been provided to date. The Tree Cover Inventory is helpful in evaluating the preservation potential of undisturbed forest cover.
- 4) The applicant indicated that Tree Conservation Areas are not envisioned due to security concerns; however, staff notes that there is a significant area of existing forest cover located in the northeast corner of the property outside the proposed limits of clearing and grading. Staff recommends that this area be designated as a Tree Conservation Area to offset the proposed encroachment into the River and Stream Corridor Resources buffer in the northwest corner of the property. Staff further recommends a condition of approval that prohibits removal of trees within the TCA without specific permission of the County Forester except as necessary to accommodate Forest Management Techniques, performed by or recommended by a professional forester or certified arborist, that are necessary to protect or enhance the viability of the canopy. Such Management Techniques may include, without limitation, pruning and the removal of vines, invasive species, trees uprooted or damaged by extreme weather conditions, and trees or limbs that are diseased, insect-infested, dead, or are considered a hazard to life or property.

*Regarding green building practices*

- 5) Staff previously encouraged a commitment in this design to standards specified in Leadership in Energy and Environmental Design (LEED), as supported by the United States Green Building Council. The applicant indicated that green practices will be incorporated into the project where feasible. Staff requests additional information about the green practices being considered for the project and requests that a related condition or descriptive note on the special exception plat be included to accompany the application.

*Regarding the plat*

- 6) Staff previously requested a larger plat set (e.g., 24" by 36") be provided to improve legibility and facilitate staff review. Staff notes the plan scale depicted on the reduced plan set is not accurate (the scale more closely approximates 1-inch = 40 feet, as opposed to 1-inch = 30 feet).

Due to the scope of the comments provided, staff requests an opportunity to comment on the subsequent submission of this application. Please contact me if you need any additional information.

**DEPARTMENT OF BUILDING AND DEVELOPMENT**

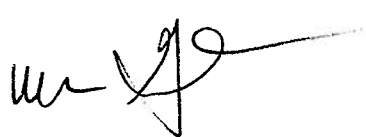
**COUNTY OF LOUDOUN**

**MEMORANDUM**

DATE: September 17, 2007

TO: Sophia Fisher, Planning Project Manager

FROM: Laura Edmonds, Environmental Engineer *LEE*

THROUGH: William Marsh, Environmental Review Team Leader *WM* 

CC: Kelly Williams, Community Planner

SUBJECT: **SPEX-2007-0030 Eastern Loudoun Sheriff's Substation  
at Rolling Ridge Elementary School**

The Environmental Review Team (ERT) reviewed the subject application during the August 28, 2007, ERT Meeting. Our comments pertaining to the current application are as follows:

*Regarding streams and wetlands*

- 1) The presence of drains, Class IV hydric soils, minor floodplain, and wetland areas as predicted by the Loudoun County Predictive Wetlands Model indicates the potential for areas of the property to be classified as jurisdictional waters and wetlands. A wetland delineation verified by the U.S. Army Corps of Engineers (Corps) must be provided on the plat to ensure that 1) the proposed development layout meets the avoidance and minimization criteria of Section 404 of the Clean Water Act and Section 9VAC25-210-115A of the Virginia Water Protection Permit Regulations and 2) the proposed impacts will be permitted. This information is also necessary to assess potential impacts to water quality as required in Section 6-1310.H (Issues for Consideration) of the Revised 1993 Zoning Ordinance.
- 2) Staff recommends that the River and Stream Corridor Resources buffer be depicted on the Special Exception Plat adjacent to Minor Floodplain consistent with the River and Stream Corridor Resources Policies in the Revised General Plan (Page 5-6). The riparian buffer should extend 50 feet from the edge of the Minor Floodplain or 100 feet from the channel scar line in areas where the Minor Floodplain is less than 100 feet wide. Staff notes that the buffer should be expanded to incorporate adjacent steep slopes (slopes 25 percent or greater), where applicable, and that only uses consistent with Policy 18 on Page 5-10 should be included within the buffer area.

The current development layout encroaches into the buffer. Policy 5 on Page 5-6 allows the buffer to be reduced if it can be demonstrated that the reduction does not

adversely affect water quality. It may be feasible in this case to offset the proposed reduction by designating a Tree Conservation Area within an expanded buffer located adjacent to the stream elsewhere on the property.

*Regarding forest resources*

- 3) Please provide a Tree Cover Inventory of the existing vegetation on the property consistent with Item K.12 of the Special Exception Checklist to assist staff in identifying undisturbed forest cover worthy of preservation. Staff notes that 30-inch dbh (diameter breast height) specimen trees must also be identified by genus and species, with a condition rating.
- 4) Staff recommends that the applicant consider designating Tree Conservation Areas (TCA) to preserve existing forest cover within the riparian corridor adjacent to the Minor Floodplain stream. Staff further recommends a condition of approval that prohibits removal of trees within the TCA without specific permission of the County Forester except as necessary to accommodate Forest Management Techniques, performed by or recommended by a professional forester or certified arborist, that are necessary to protect or enhance the viability of the canopy. Such Management Techniques may include, without limitation, pruning and the removal of vines, invasive species, trees uprooted or damaged by extreme weather conditions, and trees or limbs that are diseased, insect-infested, dead, or are considered a hazard to life or property.

*Regarding stormwater management*

- 5) The Stormwater Management (SWM)/Best Management Practice (BMP) facilities serving the site have not been identified or described on the plat. Please provide the location and a description of the proposed SWM/BMP facilities to assist staff in assessing conformance with the Stormwater Management Ordinance (Chapter 1096 of the Loudoun County Codified Ordinance) and to evaluate potential impacts to water quality as required in Section 6-1310.H (Issues for Consideration) of the Revised 1993 Zoning Ordinance.

*Regarding green building practices*

- 6) Staff encourages a commitment in this design to standards specified in Leadership in Energy and Environmental Design (LEED), as supported by the United States Green Building Council. LEED recognizes site sustainability, conservation of energy and water, and indoor air quality, among other goals. The Revised General Plan also encourages these goals, including the General Water Policies supporting long-term water conservation (Policy 1, Page 2-20); the Solid Waste Management Policies supporting waste reduction, reuse, and recycling (Policy 2, Page 2-23); and the Air Quality Policies supporting the creation of pedestrian and bicycle facilities (Policy 1, Page 5-41). Furthermore, the County encourages project designs that ensure long-

term sustainability, as discussed in the Suburban Policy Area, Land Use and Pattern Design text (Page 6-2).

*Regarding the plat*


- 7) Staff requests that a larger plat set (e.g., 24" by 36") be provided to improve legibility and facilitate staff review.
- 8) Please depict the Limits of Clearing and Grading to assist staff in assessing conformance with the Steep Slope Standards outlined in Section 5-1508 of the Revised 1993 Zoning Ordinance.


Due to the scope of the comments provided, staff requests an opportunity to comment on the subsequent submission of this application. Please contact me if you need any additional information.

**County of Loudoun**  
**Office of Transportation Services**  
**MEMORANDUM**

**DATE:** August 28, 2007

**TO:** Sophia Fisher, Project Manager, Department of Planning

**FROM:** Shaheer Assad, Senior Transportation Engineer/Planner 

**THROUGH:** Art Smith, Senior Coordinator 

**SUBJECT:** SPEX 2007-0030, Eastern Loudoun Sheriff's Substation at Rolling Ridge Elementary School

**Background**

The applicant, Loudoun County Sheriff's Department, is requesting Special Exception approval to allow development of a Sheriff's Substation on property adjoining the Elementary School at Frederick Drive in Sterling. The property is zoned for PD-H3 and is located west of 500 East Frederick Drive. The property was formerly owned by the Loudoun County School Board and consisted of 18.49 acres. The subject site includes four acres which were surplus and ownership was transferred to the County for the purpose of constructing a Sheriff's Substation. Currently, the site is vacant and will have two access entrances to serve the proposed development from Frederick Drive. Please see Attachment 1.

**Existing, Planned and Programmed Roads**

Route 7 at the vicinity of the site is a 6-lane, median divided, principal arterial with a posted speed of 45 mph. Route 7 and North Sterling Blvd intersection is controlled by a traffic signal. See Attachment 2.

North Sterling Blvd is a 4-lane, median divided, minor arterial which connects Route 7 (Harry Byrd Highway) to Route 28 (Sully Road). The intersection of North Sterling Blvd/East Frederick is signalized and the posted speed is 35mph.

East Frederick Drive extends from North Sterling Drive to the intersection of East Church Road and Sugarland Road. At the site, East Frederick Drive is a 2-lane facility and the posted speed is 35 mph.

### **Forecasted Traffic Volumes and Service Levels**

The traffic study assumes a 2009 buildout. Also, the background traffic analysis was projected to 2019 (opening + 10 years) using 1% growth on Route 7 and 0.5% annual growth rate on all other routes as specified by OTS. Please See Attachments 3 and 4. The trip generation for the proposed use is not provided in the 7<sup>th</sup> edition of the ITE Trip Generation Manual. The applicant's consultant assumes 60 trips during each of the peak periods using written information from the applicant. The traffic study includes turn lane analysis that were conducted using the VDOT Road Design Manual.

The Level of Service was performed using SYNCHRO for the following intersection:

1. Route 7/North Sterling Blvd
2. North Sterling Blvd/East Frederick Drive
3. East Frederick Drive/West Site Entrance
4. East Frederick Drive/East Site Entrance

See Attachment 5.

### **Comments**

1. The trip generation for the proposed site is forecast to be 60 vehicle trip of the peak hour. No turn lanes are recommended at the site access.
2. The applicant should construct a 5 feet sidewalk at the frontage of the site.

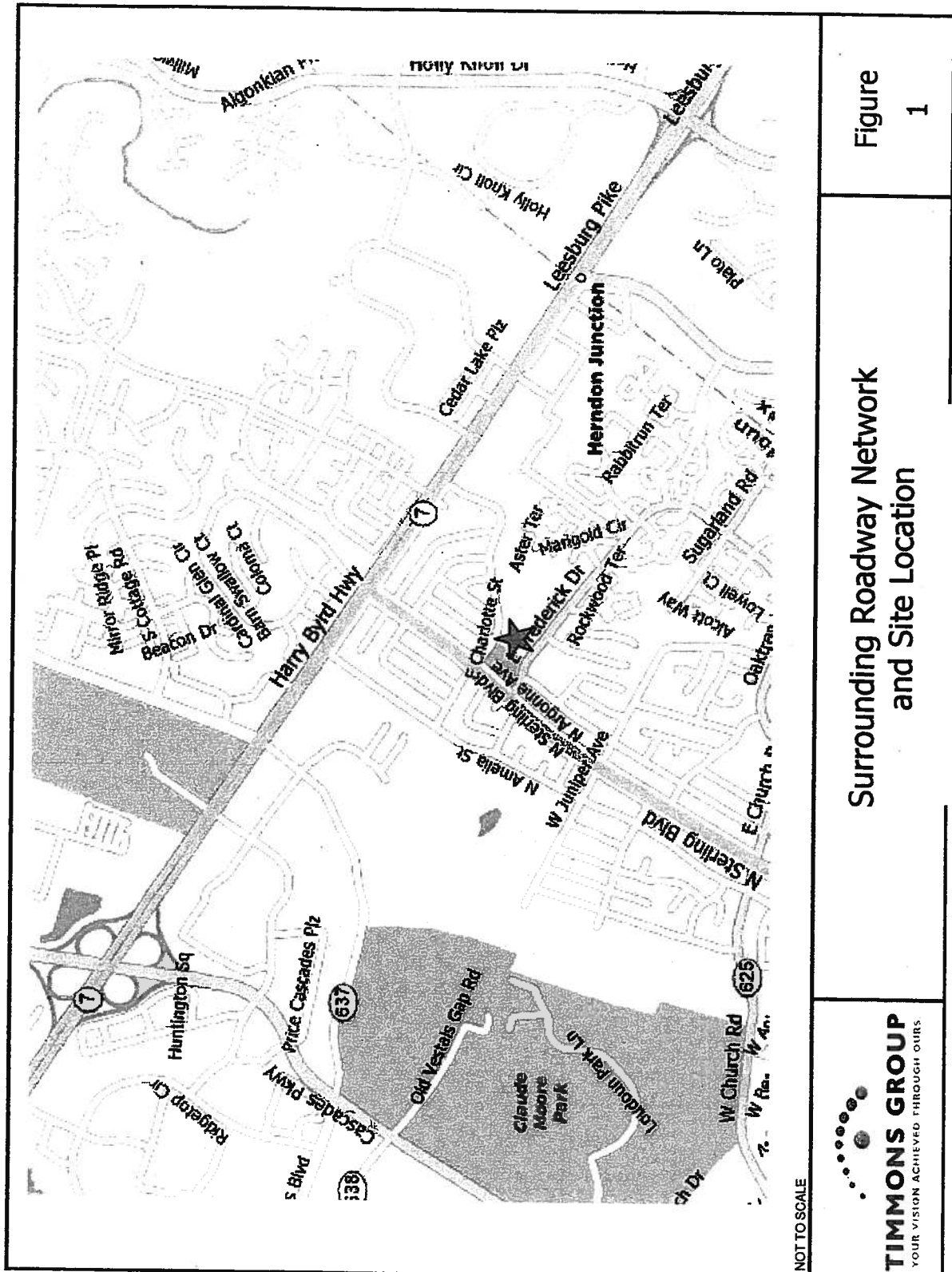
### **Conclusion**

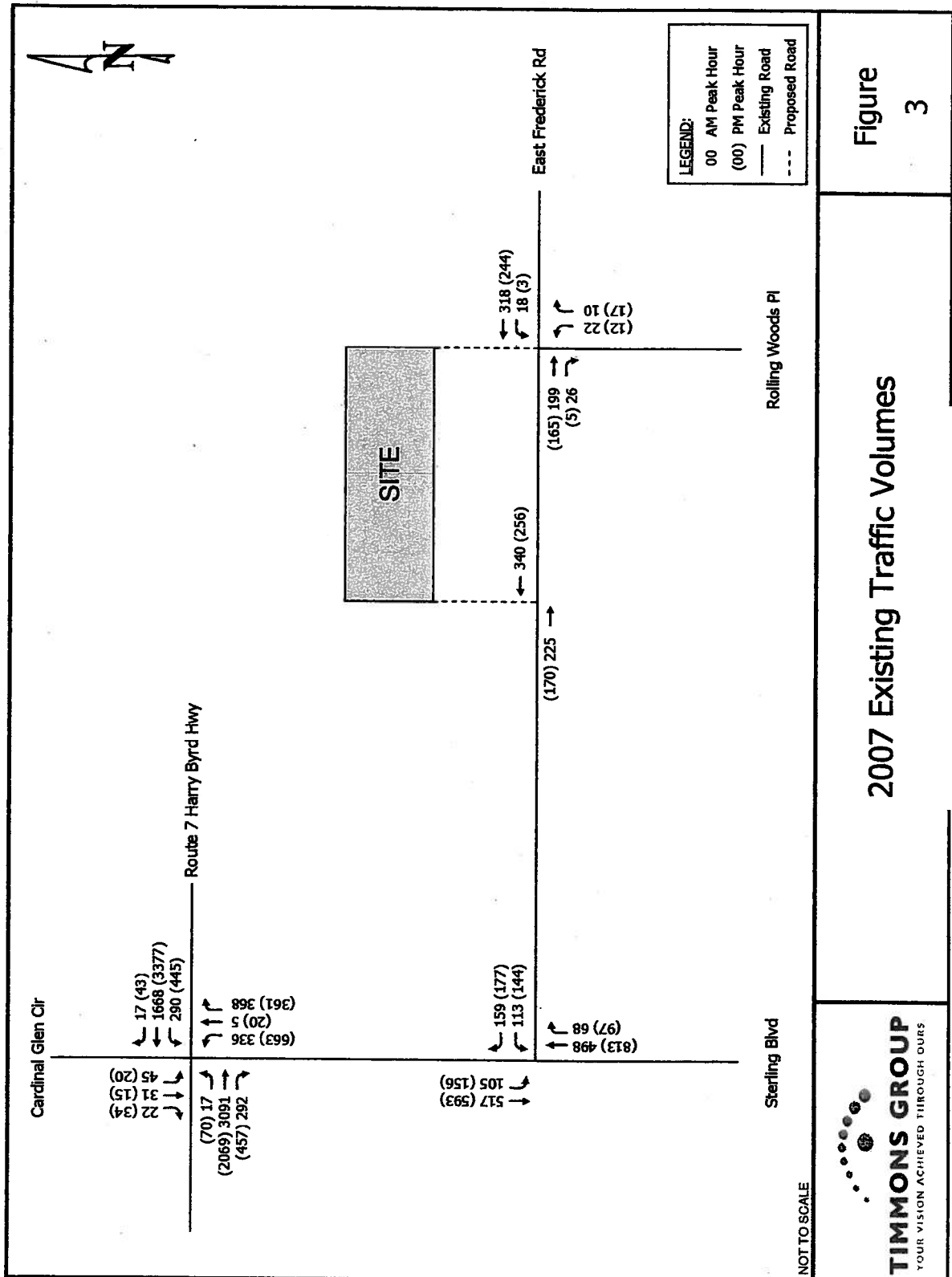
The OTS has no objections to the approval of this application.

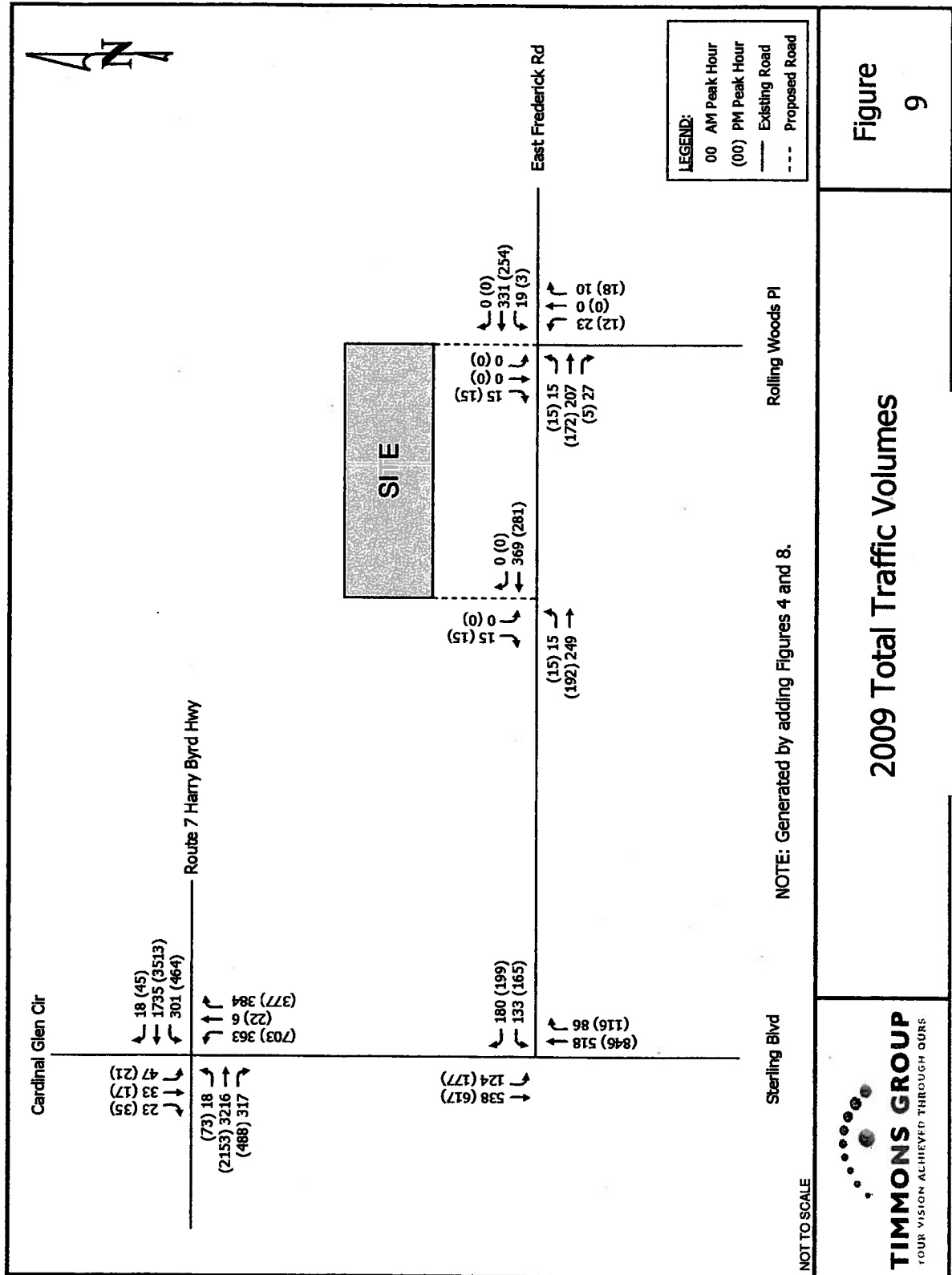
### **Attachments**

1. Site Location and Surrounding Roadway Network
2. 2007 Existing Traffic Volume
3. 2009 Total Traffic Volume
4. 2019 Total Traffic Volume
5. Level of Service and Delay Summary

CC: Andrew Beacher, Assistant Director







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**Table 3**  
**Level of Service and Delay Summary**  
**2007 Existing Traffic**

<u>INTERSECTION</u>	<u>TYPE OF CONTROL</u>	<u>MOVEMENT APPROACH</u>	<u>AM PEAK HOUR</u>		<u>PM PEAK HOUR</u>	
			<u>Level of Service</u>	<u>Delay (sec/veh)</u>	<u>Level of Service</u>	<u>Delay (sec/veh)</u>
Rte 7 (Harry Byrd Hwy) and N Sterling Blvd/ Cardinal Glen Cir	Signalized	EB	E	77.8	E	74.3
		WB	C	24.3	F	110.0
		NB	F	114.7	F	83.4
		SB	F	90.5	F	85.1
		OVERALL	E	65.1	F	93.8
N Sterling Blvd and E Frederick Dr	Signalized	NB	A	6.6	A	8.9
		SB	A	2.5	A	3.2
		WB	D	36.4	D	37.2
		OVERALL	B	10.4	B	11.3
E Frederick Dr and Rolling Woods Pl	Unsignalized	EB TR	*	*	*	*
		WB LT	A	0.5	A	0.1
		NB LR	B	11.9	B	10.1

\* SYNCHRO does not provide level of service or control delay for movements with no conflicting volumes.

**Table 4**  
**95<sup>th</sup> Percentile Queue Length Summary**  
**2007 Existing Traffic**

<u>INTERSECTION</u>	<u>APPROACH</u>	<u>LANE GROUP</u>	<u>AM PK HR 95th Queue Length (feet)</u>	<u>PM PK HR 95th Queue Length (feet)</u>
Rte 7 (Harry Byrd Hwy) and N Sterling Blvd/ Cardinal Glen Cir	Eastbound	Left	53	148
		Through/Right	#1865	#1302
	Westbound	Left	246	#364
		Through	399	#1869
	Northbound	Right	10	33
		Left	#404	#644
	Southbound	Through	#464	#701
		Right	#614	430
N Sterling Blvd and E Frederick Dr Northcott Drive	Eastbound	Left/Through/Right	93	51
	Northbound	Through/Right	127	157
	Southbound	Left	47	112
	Westbound	Through	109	216
E Frederick Dr and Rolling Woods Pl	Eastbound	Left	28	45
		Right	58	77
	Westbound	Through/Right	0	0
	Westbound	Left/Through	1	0
	Northbound	Left/Right	5	3

# - 95th percentile volume exceeds capacity, queue may be longer.  
Queue shown is maximum after two cycles.



# COMMONWEALTH of VIRGINIA

DAVID S. EKERN, P.E.  
COMMISSIONER

## DEPARTMENT OF TRANSPORTATION

14685 Avion Parkway  
Chantilly, VA 20151  
(703) 383-VDOT (8368)

August 2, 2007

Ms. Sophia Fisher  
County of Loudoun  
Department of Planning MSC#62  
1 Harrison Street, S.E.  
P.O. Box 7000  
Leesburg, Virginia 20177-7000

Re: Eastern Loudoun Sheriff's Substation  
Loudoun County Application Number SPEX 2007-0030

Dear Ms. Fisher:

We have reviewed the above application as requested in your July 27, 2007 transmittal. We offer the following comments:

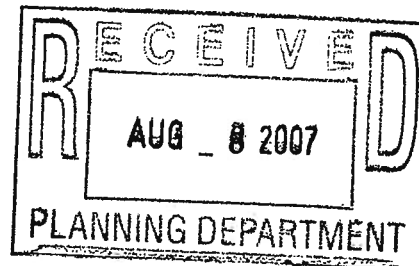
1. The applicant should demonstrate 390' horizontal and vertical sight distance at each proposed entrance.

If you have any questions, please call me at (703) 383-2424.

Sincerely,

Thomas B. VanPoole, P.E.  
Senior Transportation Engineer

ATTACHMENT 1c





880 Harrison Street, SE • P.O. Box 4000 • Leesburg, Virginia 20177-1403 • [www.lcsa.org](http://www.lcsa.org)

August 22, 2007

Department of Planning  
1 Harrison Street, S.E.  
P.O. Box 7000  
Leesburg, VA 20177-7000  
Attn: Sophia Fisher

Re: SPEX – 2007-0030

Dear Ms. Fisher:

The Sanitation Authority has reviewed the referenced Special Exception application and offers no objection to its approval.

Should offsite easements be required to extend public water and/or sanitary sewer to this site, the applicant shall be responsible for acquiring such easements and dedicating them to the Authority at no cost to the County or to the Authority. Public water and sanitary sewer service would be contingent upon the developer's compliance with the Authority's Statement of Policy; Rate, Rules and Regulations; and Design Standards.

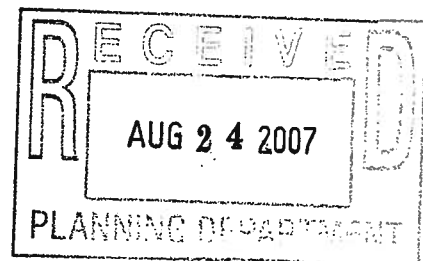
Should you have any questions, please contact me at 571-291-7933 or email [guy.mcneil@lcsa.org](mailto:guy.mcneil@lcsa.org).

Sincerely,

Guy D. McNeil  
Senior Engineering Technician

GDM:jkh

ATTACHMENT 14



Dale C. Hammes, P.E.  
General Manager/Treasurer

Richard C. Thoesen, P.E.  
Deputy General Manager

Administration 703-771-1095 • Metro 703-478-8016 • Fax 703-777-9223 • Customer Service 703-771-1092 • Metro 703-478-8677 • Fax 703-771-4141

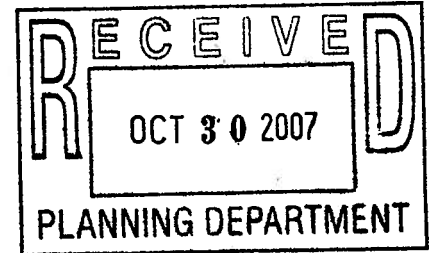
Land Development Programs/Referrals/SPEX200707-0030.doc

A-28



**COUNTY OF LOUDOUN  
PARKS, RECREATION AND COMMUNITY SERVICES  
REFERRAL MEMORANDUM**

**To:** Sophia Fisher, Project Manager, Planning Department (MSC #62)  
**From:** ~~Mark A. Novak~~ Brian G. Fuller, Park Planner, Facilities Planning and Development  
(MSC #78)  
**Through:** Mark A. Novak, Chief Park Planner,  
Facilities Planning and Development  
**CC:** Diane Ryburn, Director  
Steve Torpy, Assistant Director  
Su Webb, Park Board, Chairman  
**Date:** October 29, 2007



**Subject:** SPEX 2007-0030, Eastern Loudoun Sheriff's Substation  
(2<sup>nd</sup> Submission)

**Election District:** Sterling

**Sub Planning Area:** Sterling

**MCPI #:** 014-45-2790

**BACKGROUND AND ANALYSIS:**

The Property is located on the north side of East Frederick Drive in Sterling Park, between Rolling Ridge Elementary School and Briar Patch Park in the Sterling Election District. The Property consists of approximately 4 acres within the Suburban Policy Area, and is currently zoned PDH-3, administered as R-4 (Single Family Residential). The Applicant states the proposed Special Exception will allow for the construction of a police substation and community center to serve the residents of eastern Loudoun County, specifically within the Sterling Community. It is envisioned that the facility will house office a community room, deputy work rooms and temporary detention facilities. The purpose of the 18,000 sq. ft. facility is to provide substantial public safety services to eastern Loudoun including patrol, crime prevention, and traffic enforcement. The Property is centrally located to major transportation routes, and the substation seeks to be a "good neighbor" to the elementary school, County park, and the rest of the neighborhood.

**COMMENTS:**

With respect to Parks, Recreation and Community Services (PRCS) we offer the following comments and recommendations to the application proposal:

ATTACHMENT 1g

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1. PRCS is concerned with pedestrian access and safety within the neighborhood and to the adjacent Briar Patch Park and Rolling Ridge Elementary School, considering the proposed use and potential for conflict between police vehicles responding to calls, and pedestrians. The Loudoun County Bicycle and Pedestrian Mobility Master Plan (BPMMP), Chapter 4, Bikeway and Walkway Facility Types, Intersection Treatments, recommends "a wide variety of features, including high-visibility crosswalks, wheelchair ramps, curb extensions, median refuges, countdown signals, in-median safety bollards, mid-block crossings, and more." PRCS recommends the Applicant consider intersection treatments, as such as high-visibility crosswalks and wheelchair ramps at the site entrance(s) to East Frederick Drive, and at Rolling Woods Place and North Argonne Avenue.

Applicant Response: Crosswalks and wheelchair ramps at site entrances are included. See revised plan.

**Issue Status:** The Plan does not clearly show any wheelchair ramps along the front sidewalk. Staff notes the addition of crosswalks across the site entrances, but Staff requests that the Applicant consider crosswalks across East Frederick Drive leading to the site, specifically at the intersection with Rolling Woods Place.

2. The Loudoun County Bicycle and Pedestrian Mobility Master Plan (BPMMP), Chapter 4(B), Land Development, Land Development Policy 6; "All land development applications shall provide bicycle and pedestrian access through the development in various directions, so as to prevent it from becoming a barrier between other trip origins and destinations in the community." In addition, BPMMP Land Development Policy 7, "All land development applications shall provide a sufficient number of bicycle and pedestrian access points to ensure efficient connections to and from the various activity nodes within the development and linkages to existing or future adjacent developments." The Applicant should demonstrate to Staff, the Planning Commission, and the Board of Supervisors how bicycle and pedestrian access across the frontage of the Property is being met. Please revise Sheet 2 of the Special Exception Plat to show the existing sidewalk connecting Rolling Ridge Elementary School to Briar Patch Park.

Applicant Response: The sidewalk in front of the facility is being improved and will incorporate crosswalks and wheelchair ramps at facility entrances. See revised plans.

**Issue Status:** The Plan does not clearly show any wheelchair ramps along the front sidewalk. In addition, sidewalks are not typically wide enough or safe enough for bicycle travel.

3. The Loudoun County Bicycle and Pedestrian Mobility Master Plan (BPMMP), Chapter 4(A), Roadway Planning and Design Policy, Bicycle Amenity Policy 1; *"The County shall... ensure that adequate and appropriate bicycle parking is located at places of employment, within shopping centers and districts, at transit centers and park and ride lots, parks, **at public buildings and at other appropriate public facilities.**"* The Applicant should demonstrate to Staff, the Planning Commission, and the Board of Supervisors how bicycle parking accommodations are being met.

Applicant Response: *Bicycle racks will be included in the front of the facility.*

**Issue Status: Please revise the Plan to graphically delineate and/or label the bicycle racks.**

4. The Revised General Plan currently states in Chapter 3: Fiscal Planning and Public Facilities, General Public Facilities Policies, #8, page 3-9:

*"The County encourages the co-location of County facilities where they are feasible and can function effectively as multi-purpose community facilities (e.g. community meeting space, shared parking, athletic fields, and integrated design)."*

The Fiscal Impact Committee (FIC) has re-endorsed the current Revised General Plan policy as contained in Chapter 3, and is currently looking at public/private opportunities for co-location of public/private facilities. Commercial, office and industrial developments based on their zoning are potential areas where facilities such as athletic fields (lighted) could be co-located. The opportunity for shared parking and access to existing utilities (water, sewer and electricity) could provide additional cost savings. Will the proposed public parking along East Frederick Drive be available to Briar Patch Park users, or is the public parking intended for deputy vehicle parking and substation specific users?

Applicant Response: *The public parking will be available for facility visitors and those using the community room. Park users may utilize parking spaces if available. Deputy and facility staff parking will be in secure areas behind and beside the building.*

**Issue Status: Resolved.**

5. PRCS Facilities Planning and Development Staff is currently coordinating with a local community group, Loudoun County (LoCo) Skate Project, on the potential development of a "skate spot" for area skateboarders, at the

adjacent portion of Briar Patch Park. A skate spot is a "miniature" skate plaza, incorporating one or more skateboarding obstacles, such as stairs or ramps. The proposed location of the skate spot is in the grassy slope along East Frederick Drive and the substation parcel western boundary, leading down to the bridge over the stream within the park. The pathways through the skate spot will also act as a new entrance to Briar Patch Park, providing pedestrian access to the rest of the park. PRCS requests the opportunity to work with the Sheriff's Office and the Office of Capital Construction on the future development of the skate spot.

*Applicant Response:* *The Sheriff's Office and the Office of Capital Construction will work with PRCS on the potential skate spot project.*

**Issue Status: Resolved.** PRCS appreciates the support of the Sheriff's Office and the Office of Capital Construction, and looks forward to future coordination and cooperation.

6. Staff requests additional information on the amenities and uses of the proposed community room within the substation.

*Applicant Response:* *The community room will be available for use by county agencies, civic groups, etc., on an available basis. The Sheriff's Office will maintain a room schedule. The community room will be equipped with tables and chairs, a podium with microphone, and projector and screen. It is anticipated to have a capacity of 49 people.*

**Issue Status: Resolved.**

7. Staff requests additional information concerning any proposed site stormwater management (BMPs).

*Applicant Response:* *See revised plans.*

**Issue Status: Resolved.**

8. Staff requests additional information on the temporary detention facilities proposed with this project. PRCS is concerned with the project's proximity to Briar Patch Park and Rolling Ridge Elementary School. The Applicant should demonstrate to Staff, the Planning Commission, and the Board of Supervisors how potential issues with detainees escaping into the surrounding neighborhood will be mitigated.

**Applicant Response:** Three temporary holding cells are incorporated in the design. Several community meetings were held at the Rolling Ridge Elementary School to discuss the project and alleviate concerns regarding the detention area. To summarize, it is intended that individuals that have committed minor offenses or who voluntarily come to the station for warrant service will be held pending arraignment through a video link. If bond is set at a level that does not allow release within several hours, the individual will be transported to the Adult Detention Center in Leesburg. The station will not have capability for feeding detainees or providing medical care, so no one can be held more than a few hours. In terms of security, an arrestee will be transported by Sheriff's vehicle both to and from the facility in handcuffs. The station will have a security fence and a secure "sallyport" (garage) adjacent to the detention area that the deputy will drive into to load or unload an arrestee, and they will not load or unload until the sallyport doors are closed. The detention area is secured from the rest of the facility, so there are multiple levels of security.

**Issue Status:** Resolved.

9. On Sheets 2 through 4 of the Plat, please label the County Parcel / County Park as "Briar Patch Park."

**Applicant Response:** Comments acknowledged. See revised submission.

**Issue Status:** The Plan currently labels the parcel as owned by the "County of Loudoun." Please provide a label to identify the parcel as "Briar Patch Park."

10. On Sheets 1 through 4 of the Plat, please revise the plat title to reflect that the ownership of the property has changed from "The County School Board of Loudoun County, Virginia" to the "Loudoun County Board of Supervisors." County records currently show the property owner as being the Loudoun County Board of Supervisors, per Recordation Instrument #200707240054903, on July 24, 2007.

**Applicant Response:** Comments acknowledged. See revised submission.

**Issue Status:** Resolved.

11. In addition to Comment 10, on Sheet 1 of the Plat, the Applicant's Signature Block appears to be signed by a representative of the Loudoun County Sheriff's Office, while the Plat Title Block and Page 1 of the Minimum

Submission Checklist show the Loudoun County School Board as the Applicant. Please revise or explain this discrepancy.

Applicant Response: Comments acknowledged. See revised submission.

**Issue Status: Resolved.**

12. On Sheets 1 and 2 of the Plat, it appears that the Office of Capital Construction is the engineer/plat preparer. However, Sheet 3 lists the Timmons Group as the engineer, and Sheet 4 has no title block. Please revise or explain this discrepancy.

Applicant Response: Comments acknowledged. See revised submission.

**Issue Status: It appears that there are still several plat preparers and title blocks provided.**

13. The Applicant should demonstrate to Staff what the purpose is of Sheet 4 of the Plat. Again, no title block is provided. Per Minimum Submission Checklist, K.6 and K.11, Special Exception Plat, Building/Parking Locations and Dimensions, the footprint, dimensions, and setbacks of the proposed building and parking areas need to be shown on Sheet 2, if that sheet is indeed the Special Exception Plat. These need to be drawn to scale. The slopes shown on Sheet 4 should be included as part of an Existing Conditions sheet.

Applicant Response: Comments acknowledged. See revised submission.

**Issue Status: Resolved.**

14. On Page 1 of the Minimum Submission Checklist, it is assumed that the Applicant is the Sheriff's Office. However, the Loudoun County School Board and Sam Adamo are listed as the Applicant and Authorizing Agents. County records currently show the property owner as being the Loudoun County Board of Supervisors, per Recordation Instrument #200707240054903, on July 24, 2007. Please revise or explain this discrepancy.

Applicant Response: Comments acknowledged. See revised submission.

**Issue Status: Resolved.**

15. On Page 1 of the Minimum Submission Checklist, no Engineer/Surveyor is listed. Please revise or explain this discrepancy.

Applicant Response: Comments acknowledged. See revised submission.

**Issue Status: Resolved.**

16. The Applicant needs to demonstrate to Staff how the requirements of Minimum Submission Checklist, J, Vicinity Map are being met. The Vicinity Map on Sheets 1 and 3 of the Plat is at the incorrect size and scale for the checklist, and structures within 200 feet of property lines are not shown anywhere on the Plat. Please revise or explain these discrepancies.

Applicant Response: Comments acknowledged. See revised submission.

**Issue Status: The Minimum Submission Checklist requires a Vicinity Map to be provided at 1" = 1000' scale. The map provided is still at 1" = 2000' scale. Furthermore, structures within 200 feet of the parcel property lines are still not shown.**

17. In addition to Comment 16, the Vicinity Maps shown Sheets 1 and 3 are at different sizes, yet labeled at the same scale. Also, the "Site" highlighted on the Vicinity Map appears to include the entire original parcel, not the 4-acre project-specific parcel. Please revise or explain these discrepancies.

Applicant Response: Comments acknowledged. See revised submission.

**Issue Status: Please revise the Vicinity Map to highlight only the subject 4-acre parcel.**

18. The Applicant needs to demonstrate to Staff how the requirements of Minimum Submission Checklist, K.7, Special Exception Plat, Sign Type, Lighting and Location, will be met. Please revise or explain this discrepancy.

Applicant Response: Comments acknowledged. See revised submission.

**Issue Status: Resolved.**

19. The Applicant needs to revise the Plat to meet the requirements of Minimum Submission Checklist, K.8, Special Exception Plat, Adjacent Property Information. Specifically, the existing structures within 200 feet and the

A-35

adjacent road right-of-ways have not been identified. Please revise or explain this discrepancy.

Applicant Response: *Comments acknowledged. See revised submission.*

**Issue Status:** Please revise the Plan to include structures within 200 feet of the parcel property lines are still not shown.

20. Sheet 2 of the Plat needs to be revised to meet the standards of Minimum Submission Checklist, K.10, Special Exception Plat, On-Site Roadway Information, if that sheet is indeed the Special Exception Plat.

Applicant Response: *Comments acknowledged. See revised submission.*

**Issue Status:** Resolved.

21. The Applicant needs to revise the Plat to meet the requirements of Minimum Submission Checklist, K.12, Special Exception Plat, Existing Vegetation and Tree Cover. Specifically, K.12.d must be addressed. Please revise or explain this discrepancy.

Applicant Response: *Comments acknowledged. See revised submission.*

**Issue Status:** Resolved.

22. The Applicant needs to provide a Plat Note or demonstrate to Staff how the requirements of Minimum Submission Checklist, K.15, Special Exception Plat, Hazardous Materials, will be met.

Applicant Response: *Comments acknowledged. See revised submission.*

**Issue Status:** Please provide a Plat Note to meet this requirement.

23. The Minimum Submission Checklist was not signed on Sheet 6 by the Applicant. Please revise or explain this discrepancy.

Applicant Response: *Comments acknowledged. See revised submission.*

**Issue Status:** Resolved.

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24. PRCS requests a copy of the Traffic Study, dated July 2, 2007. It is imperative that PRCS receives a copy of the Traffic Study, as PRCS is concerned about the potentially large amount of pedestrian traffic to and from Briar Patch Park, and its proximity to the project property.

*Applicant Response: Comments acknowledged. See revised submission.*

**Issue Status: Resolved.**

#### **CONCLUSION:**

There are still outstanding issues that require additional information to complete the review of this Application. Once these issues have been addressed, PRCS would not be in objection to a favorable recommendation on this application as presented.

If you have any questions or concerns regarding these comments, please do not hesitate to contact me personally via phone at 571-258-3251, or via e-mail at [brian.fuller@loudoun.gov](mailto:brian.fuller@loudoun.gov). You may also contact Mark Novak via phone at 703-737-8992, or via e-mail at [mark.novak@loudoun.gov](mailto:mark.novak@loudoun.gov). I look forward to attending any meetings or work sessions to offer PRCS support, or to be notified of any further information regarding this project.

A-37



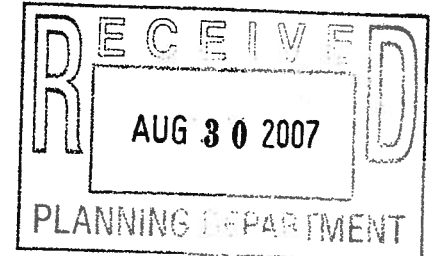
LOUDOUN COUNTY, VIRGINIA  
Department of Fire, Rescue and Emergency Management

803 Sycolin Road, Suite 104 Leesburg, VA 20175  
Phone 703-777-0333 Fax 703-771-5359



## MEMORANDUM

**To:** Sophia Fisher, Project Manager  
**From:** Maria Figueroa Taylor, Fire-Rescue Planner  
**Date:** August 29, 2007  
**Subject:** Eastern Loudoun Sheriff's Substation  
SPEX 2007-0030



Thank you for the opportunity to review the above captioned application to allow a Sheriff's Office Substation at Rolling Ridge Elementary. The Fire and Rescue Planning Staff, in agreement with the Fire Marshal's Office, has no objection to the application as presented.

If you have any questions or need additional information, please contact me at 703-777-0333.

C: Project file

ATTACHMENT 1h

*Teamwork \* Integrity \* Professionalism \* Service*

A-38